UVa Marketplace
Overview of the New User Interface
Overview of the Phoenix User Interface & Demo

Q & A Session (with Charles Kidd)

Systems Training Changes

Wrap Up
These changes will **not** affect the underlying functionality of the application nor will it change your business processes. But they **will** change the way you interact with the application.

Transitioning to the new look (called “Phoenix”) on Monday, **January 13, 2014**.
NEW INTERFACE (AKA “PHOENIX”)

WELCOME TO THE UVA MARKETPLACE

PHOENIX IS COMING

On Jan 13, 2014 the UVA Marketplace will have a new look and interface called “Phoenix”. While the look and search functions will change the shopping functionality remains the same. If you would like to see an overview of the changes plan to attend one of the following sessions.

Planned Training Sessions:

January 7, 2014 Overview Session
Leonard Sandridge Auditorium McKim Hall
(2 PM – 3 PM)

January 8, 2014 Fiscal Admin Pre-Session
Newcomb Hall (9 AM – 10 AM)

January 10, 2014 Purchasing and Accounts Payable Workshop
The top banner allows users access to view their active shopping cart and the ability to perform a quick search of the site.
Welcome to the UVA Marketplace

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My Cart

Low Odor Chisel Mrkr 16ct...
Quantity: 4
Price: 53.68 USD

Board Wipes Dispenser
Quantity: 4
Price: 55.20 USD

Whiteboard Eraser 2pk
Quantity: 2
Price: 11.98 USD

Total: 120.86 USD

External Website Suppliers

Cavalier Computers
UVA's Non-Profit Tech Store

Hertz
Car Rental

Lab Supplies
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Minority Catalog Suppliers
- GuyBrown
  - Office Supplies (Punchout)
- Daly
  - Computer peripheral (PunchOut)
- Janitorial & Supply Ltd
  - Janitorial Supplies (Hosted)
- Lab Supply/Reagent
  - (Punchout)
- Complete Book
  - Books & Publication (Punchout)

External Website Suppliers
- Cavalier Computers
  - UVA’s Non-Profit Tech Store
- Hertz
  - Car Rental

Lab Supplies
From the Shopping menu, users can search by keyword, catalog number or CAS number. Note: The quick-key Alt + P also allows access to production search.

Accessed directly from the Shopping sub-menu, the ability to do a simple or advanced search, view Favorites, access forms such as the Non-Catalog Item and Quick Order, and browse by Suppliers and Categories.

The My Carts and Orders sub-menu contains options for viewing your active cart, draft shopping carts and your most recent orders.
Menu items related to Document Search and Saved Searches are located in the **Orders & Documents** menu.

- Search documents by PO number, Date(s), or just for those purchase orders you created.
- View your saved document searches.
If you are unsure of the location of a specific menu, you can use the Menu Search feature. This is a keyword search that returns a list of pages containing that keyword. Search results are clickable to take you directly to the page. (Alt + M)

The search results display breadcrumbs that show you the path to the menu item.
The Phoenix interface will not work with IE 7. If you are using IE 7, then you will need to either update to a supported version of IE (IE 9 or IE 10), or use an alternate supported browser such as Firefox when accessing the UVa Marketplace.

- Contact your departmental LSP (Academic) or HSTS (Health Systems Technology Services at 924-5334 for those in the Medical Center) for assistance.
The Purchasing and Accounts Payable Toolkit

Link:
- [http://www.hr.virginia.edu/other-hr-services/employee-development/sys/po_ap-tk/](http://www.hr.virginia.edu/other-hr-services/employee-development/sys/po_ap-tk/)
Thank you for attending today’s session!